

Meeting: Executive Committee

Date: March 10, 2004

Time: 3:20 – 5:30 p.m.

Location: 420C

Members Present												
Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Jeffrey Hawkins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keith Meeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joy Schumacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Parent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calvin Scarber	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guests												
Waymond Burks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Cherry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff												
Jewell Martin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cynthia Fletcher-Marshall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kamau Akinyele	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandra Cavette	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jerelle Moseley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Topic	Discussion	Action	Responsibility	Consult	Inform	Due Date
Chairman report	<p>Increment decrement plan set out by chair discussed.</p> <p>Resignation of Torrance Hucks and Jonnie Hamilton submitted to the council.</p> <p>There was a discussion of Staff job descriptions and Committees taking more responsibility.</p>	<p>Committees will follow the consultants' recommendations for functioning (committee tasks, work plans, and timelines) from now on.</p> <p>Job descriptions/roles /reassignments of council members will follow the consultants recommendation.</p> <p>Copies will be available for council members to review.</p>	Jeff Hawkins			

	One member will be sent to Performance Based Contracting training in San Diego, March 28 th -31 st .	Joy Schumacher (Keith Meeks, alternate) will attend performance based conference.				
Media Marketing	<p>Keith Meeks is the interim chair. The public education goal of the comprehensive plan will be helped if we support a BET and Black AIDS network competition. The application is \$40.00. A script will be prepared and if we win the competition we will receive \$25,000 to produce the video.</p> <p>Keith requested that the executive committee consider joining some of the committees, like we did the by-laws, membership and nominations committees a few years ago. The first suggestion was fiscal oversight and evaluation to combine.</p>	Action item was carried	Media Mktg.			
Fiscal Oversight	<p>Budget request letter was sent to all committee chairs and a return date of 3/31/04 was set. Conference room and upgrades for office equipment were submitted in last year's budget. A motion to name the SEMHAC conference room (400B) after Reverend Bagley was made. It was also requested that the staff recommend to the HIV/AIDS program that the conference room 420B be named for the late Mamie Joan</p>	Committee action chair submit budget	Executive Committee			

	Fields who was the original HIV director and made wonderful contributions to getting us where we are today.					
Grantee Report	<p>Our Award is \$8,590,281 for 2004-2005. P and A will revisit expenditures since there is a % shift and the question if we should shift some priorities. Service utilization and capacity building were the cuts the grantee felt they needed to make after the award letter. That is why we need to meet and try to move them up the ranking. We also need to deal with dollars cut and a wish list for providers This needs to be done in a timely fashion.</p> <p>Suspending “standards of care” by providers will be acceptable by grantee if they have staffing issues in order to meet our priority of “Getting clients into service is number one...”</p> <p>Cynthia mentioned to the exec committee that we need to work on standards for all our categories, focusing on “Outcomes” when we work on them.</p>	<p>P and A will be called to meet next Tuesday from 9-12 along with the executive committee since the timeline is so short in order to take on this task.</p> <p>This new set of recommendations will go to the full council in April.</p> <p>Motion: a quarterly evaluation of lapsing dollars will be done by the grantee to evaluate spending. This could help funding the service utilization category for any enhancement the system may need after it is up and fully running.</p>	C. Marshall			
Needs assessment		Attached				
Nominations & By-laws	Council will start with a clean slate for 2004-2005. We will be in compliance with HRSA mandates as to membership and categories. Slate will be to the executive committee at the April	MBC	M. Parent			

	14 th meeting.					
Evaluation	<p>Written report by Jonnie Hamilton was submitted to Jeff Hawkins for 3/02-3/03. Evaluation report for 3/03-3/04 is needed.</p> <p>Evaluation will be moved into Fiscal oversight for now.</p>	<p>Jeff will present the report to the full council in April.</p> <p>Evaluation will be moved to Fiscal oversight for 2004-2005 until we can do further evaluation on if this is a good move.</p>	Jeff Hawkins			
Long Range Planning	Prevention for Positives program will be presenting at the next meeting.		Keith Meeks			
New Business	<p>Work Plans for committees.</p> <p>SWOT analysis for committees is being conducted. Each committee will have this done and learn to set priorities, time frames, see their strengths and weakness.</p> <p>Quality management for the council is coming. Accreditation material has been put in order. It is housed in the council office.</p>		S. Cavette			

Jeffrey Hawkins
Chair/Co-Chair Signature

March 16, 2004
Date